

# Low Income Housing Tax Credit (HTC) ASSETS/AUDITS/UPDATES

TRAINING PROVIDED BY:  
Janken Housing Solutions, Inc.  
7063 Terraceview Lane  
Maple Grove, MN 55311

**Instructor:** Juanita Pekay  
juanitapekay@jankenhs.com

## AGENDA 8:30 am to 5:00 pm

8:30 a.m.	2010 Changes and Updated Forms
10:00 a.m.	Strategies for Obtaining Verifications from Difficult Verifiers; Obtaining Second Party Verifications
10:30 a.m.	Calculating Difficult Assets, including Pensions, 401(k)s, Real Estate
11:00 a.m.	Calculating Difficult Income Sources, Including Employment and Pensions
12:00 noon	LUNCH (Provided)
1:00 p.m.	Monitoring Inspections – Preparing for File Audits
1:45 p.m.	Correcting File Deficiencies and Noncompliance
2:30 p.m.	<i>Practice Exercise – File Audit</i>
3:30 p.m.	Monitoring Inspections – Preparing for Physical Inspections
4:00 p.m.	Compliance During Extended Use Period
4:45 p.m.	Questions and Answers

For questions or assistance, e-mail or call:  
[juanitapekay@jankenhs.com](mailto:juanitapekay@jankenhs.com)  
(763) 226-1833

Breakfast, Snacks, and  
Lunch Provided!

7.5 Hours of MN Real Estate  
Continuing Education Applied For!

## COURSE OVERVIEW

This Course provides the participant:

- The new, 2010 MHFA HTC Compliance Manual and forms, with instructions for completing forms
- Information on calculating difficult income and asset sources
- Tools for preparing for file and physical inspections of HTC properties
- Practice auditing files

After successfully completing this course, you will have the knowledge and tools to calculate difficult income sources and prepare for monitoring inspections.

Participant Comments:

*"Juanita's tips were very helpful in preparing for our audit by the state agency."*

*We are spoiled by the quality of information and presentation from the instructor."*

*"Juanita is extremely helpful and knowledgeable."*

## ASSETS/AUDITS/UPDATE COURSE DATES/LOCATIONS

November 12, 2009	Plymouth Radisson
December 17, 2009	Marshall Americinn
January __, 2010 (TBD)	Duluth, MN (TBD)
April 14, 2010	Plymouth Radisson
November 11, 2010	Plymouth Radisson

**DON'T FORGET TO BRING A CALCULATOR!**



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## REGISTRATION FORM

**Instructor:** Juanita Pekay  
juanitapekay@jankenhs.com

Please submit this registration form with a check for \$175 per person payable to Janken Housing Solutions, Inc. *(To qualify for the \$175 Earlybird fee, please send your registration at least seven days before the course date. Registrations sent within seven days of registration date, please add \$25 late registration fee.)*

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Select a training date / location:

*Check only one date (one box)  
per form submitted.*

- |                          |                              |                    |
|--------------------------|------------------------------|--------------------|
| <input type="checkbox"/> | November 12, 2009 (Thursday) | Plymouth Radisson  |
| <input type="checkbox"/> | December 17, 2009 (Thursday) | Marshall Americinn |
| <input type="checkbox"/> | January __, 2010 (TBD)       | Duluth - TBD       |
| <input type="checkbox"/> | April 14, 2010 (Wednesday)   | Plymouth Radisson  |
| <input type="checkbox"/> | November 11, 2010 (Thursday) | Plymouth Radisson  |

### THIS FORM IS FOR ASSETS/AUDITS/UPDATES COURSE

*Please copy this form and use a Different Registration Form for Each Training Date*

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Registrations Postmarked Within 7 Days of Training, add \$25.00/Person**

**Mail to:** Janken Housing Solutions, Inc.  
7063 Terraceview Lane  
Maple Grove, MN 55311  
Phone: (763) 226-1833  
Fax: (763) 225-0614

E-Mail: juanitapekay@jankenhs.com



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## LOCATIONS & MAPS

**Instructor:** Juanita Pekay  
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### Plymouth Radisson

Radisson Hotel & Conference Center  
3131 Campus Drive  
Plymouth, MN 55441

Hotel Phone: (763) 559-6600

